

14 JUN 1979

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Data Processing  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Executive Officer, DDA  
Assistant for Information, DDA ✓  
Career Management Officer, DDA  
Special Support Assistant, DDA  
Chief, Management and Assessment Staff, DDA  
EEO Officer, DDA  
Chief, Budget Staff, DDA

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Organization of the Office of the DDA

1. Two relatively modest changes in the organizational structure of the Office of the Deputy Director for Administration are considered desirable. One of these changes is intended to provide for a management analysis and planning capability to supplement the functions of the Budget Staff and Management and Assessment Staff. The other is intended to reflect more realistically the Agency-wide nature of the information services responsibility.

2. The Assistant for Information and the staff elements under his purview are responsible for functions in support of the Agency at large rather than the immediate Office of the DDA or the Administration Directorate. To reflect more accurately the broader Agency role of these elements, effective immediately, there is established the Information Services Staff (ISS) as a separate organizational element in the Administration Directorate. The Assistant for Information is redesignated the Chief, ISS. The Information Services Staff will be comprised of the Classification Review Division, Information and Privacy Division, Records Management Division, and the Regulations Control Division.

All Portions of this  
Memorandum are Unclassified

3. There is a need in the Office of the Deputy Director for Administration for the capability to analyze and recommend the establishment of the relative priority of resource requirements among components of the Directorate. There is also a need to be able to identify areas and coordinate activities where there is a convergence or overlapping of functions among the Offices of the Directorate and to plan for the appropriate allocation of resources to ensure that existing management mechanisms are applied effectively to the performance of those functions. To meet these needs, effective immediately, there is established in the Office of the Deputy Director for Administration the DDA Management Staff (DDA/MS). The MS is comprised of the current Management and Assessment Staff, the Budget Staff, and a newly constituted Program Analysis Staff.

4. The principal functions of the DDA/MS will be to:

- develop and implement strategic planning and objective systems as extensions of the program planning, budget and MBO systems to ensure that areas of parallel, mutual and overlapping interests among the Offices of the Directorate are addressed conjunctively;
- develop and implement systems to monitor and evaluate performance and determine how execution relates to earlier plans and objectives, using productivity and performance measurement techniques where appropriate;
- provide staff support to the DDA in preparing for Office evaluation conferences, DDCI goals meetings and budget hearings;
- analyze Office Program and Budget Submissions and prepare DDA annual program plans and budgets, including ranking of decision packages;
- review and recommend reprogramming requests and actions as appropriate;
- review DDA manpower authorizations, monitor staffing levels, and recommend action as appropriate;
- maintain liaison with the Agency Comptroller and counterpart staffs in the Offices of the Directorate;

- ° ensure that the needs of the Agency Comptroller for information from individual Offices in the Directorate are satisfied from a Directorate point of view and do not represent too narrowly the equities of individual Offices;
- ° provide staff assistance to the DDA toward enhancing and facilitating communications within the Directorate;
- ° develop coordinated Directorate telecommunications, automatic data processing, and research and development requirements for DDA offices;
- ° conduct special reviews and analyses and provide staff support to the DDA as required.

5. Effective immediately, [ ] is appointed Chief, Information Services Staff (ISS), and [ ] is appointed Chief, DDA Management Staff (MS).

6. The Executive Officer, the Special Support Assistant, the Equal Employment Opportunity Officer, and the Career Management Staff continue in their present roles and organizational relationships in support of the DDA.



Don I. Wortman

Attachment  
Organization Chart

Distribution:

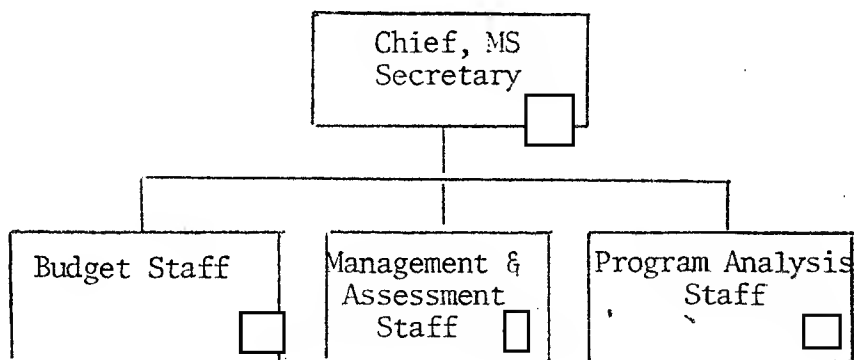
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Added Distribution:

1 - C/CRD  
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ATTACHMENT

DD/A Registry  
79-1752/1



Plus 1 one-half-time secretary